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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO—		INITIALS	DATE	
1	Mr. Wilfred L. Peel			
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FROM—		INITIALS	DATE	
1	AD/P	<i>[Signature]</i>	18 May 53	
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<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>Remarks:</p>				
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FORM NO. 30-4
SEP 1947

16-87708-1 GPO

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8 May 1953

MEMORANDUM FOR: ✓ Comptroller

Att: Chief, Organization & Methods Service
Chief, Logistics Office
Assistant Director (Personnel)

SUBJECT : Functions of Central Processing Branch, Personnel Office, and Passenger Movement Branch, Logistics Office.

REFERENCES : a. Memo dated 21 Apr 53 to DD/A fr Mgmt Off, sub: "Passenger Transportation Functions of the Personnel Office and Logistics Office."
b. Memo dated 24 Apr 53 to ADD/A fr Pers Dir, sub: "O&M Service Staff Study, 21 Apr 53, sub: 'Passenger Transportation Functions of the Personnel Office and Logistics Office.'"
c. Memo for the Record dated 15 Apr 53 fr D. [REDACTED] same subject.

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1. Reference a. is disapproved because it is inconsistent with the agreements which I thought were reached and understood at our meeting on 15 April 1953 to discuss this subject.

2. Reference c. is a Memorandum for the Record which, I believe, accurately reflects the agreements reached at this meeting.

3. The Chief, Organization and Methods Service, in consultation with the Assistant Director (Personnel) and the Chief, Logistics Office, is requested to make immediate arrangements to implement the agreements outlined in reference c. and to advise this Office not later than 20 May 1953 of the details of the arrangements.

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[REDACTED]
L. K. WHITE
Assistant Deputy Director
(Administration)

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3 Att:
Att 1 - Ref. a.
Att 2 - Ref. b.
Att 3 - Ref. c.
Approved For Release 2001/07/12 : CIA-RDP57-00042A000100030017-8

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APR 21 1953

MEMORANDUM TO: Deputy Director (Administration)

FROM : Management Officer

SUBJECT : Passenger Transportation Functions of the Personnel Office and Logistics Office.

1. PROBLEM. The problem approached by this staff study is the elimination of duplication of effort between the Central Processing Branch, Personnel Division (Covert), Personnel Office, and the Passenger Movement Branch, Transportation Division, Logistics Office.
2. FACTS BEARING ON THE PROBLEM.
 - a. The purpose to be accomplished by the establishment of the CPB was to provide a single physical location where the traveler would receive the maximum amount of processing necessary to overseas travel.
 - b. At present CPB has four transportation positions on its T/O. These employees interview travelers and prepare a tentative itinerary which is then sent to PMB where actual travel arrangements are made.
 - c. The PMB personnel check the tentative itinerary, duplicating in part the work of the CPB.
 - d. Where reservations cannot be secured in line with the tentative itinerary, a new one must be prepared. This is at times done through CPB and at times by an interview between the traveler and PMB personnel. This requires additional time which must be saved.
 - e. The General Services Office states that CPB and PMB will be moved to adjacent space in whichever building space is available. This move will probably occur in June.
3. DISCUSSION.
 - a. The principal reason for duplicated work and loss of time is the fact that the traveler's itinerary is prepared by one employee and the actual travel arrangements are made by another. Obviously, in the course of an interview, the interviewer obtains a great deal more information about the traveler, his situation with respect to his dependents and property, and possible alternate plans, than could be set forth in writing on a proposed itinerary. The ideal arrangement would be one where the interviewer also made the travel arrangements, either at the time of the interview or later, if necessary, because of complexities of a particular travel situation.

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- b. Non-personnel functions performed in CPB such as security, medical, and finance are a minor part of the work of the organizational elements they represent and should not reasonably be considered on the same basis as the transportation function. Overseas travelers, with their dependents and household goods, represent more than half of the work involved in personnel transportation. For this reason it does not necessarily follow that the passenger transportation function would be as satisfactorily performed if distributed between two components of the Agency as is the case with security, medical, or finance.
- c. There is, however, a clear, undeniable requirement that the overseas travel processing be administratively directed by a single head. This administrative responsibility resolves itself into a matter of scheduling the processing of travelers and determining that each element of the processing has been accomplished. It is obviously not the responsibility of the administrative head of the processing unit to actually perform each element of the processing. For example, all he can do with respect to required inoculations is to arrange for such inoculations to be given by the Medical Office and determine, before releasing the traveler, that the inoculations have actually been given. The same situation applies with respect to Finance. The check must be written elsewhere. However, since space limitations do not permit the necessary medical, finance and other facilities to be located at the travel processing site, provision must be made at that site for arranging or securing the necessary services. This is accomplished by having representatives of these various components at the CPB location.
- d. Where it is possible to locate at the processing site any of the required facilities for such processing it would hardly be necessary that the head of the processing unit be held responsible for anything more than getting the traveler to that part of the processing site where the service is available and determining later that the arrangements had been made.

4. CONCLUSIONS. It is concluded that:

- a. Procedures are required to eliminate duplicate work and provide that travel arrangements be made by the employee who interviews the traveler.
- b. All functions now performed in CPB except that of passenger transportation, remain in CPB.
- c. All passenger transportation functions now divided between CPB and PMB be consolidated in PMB, [REDACTED] personnel which should remain a responsibility of CPB, since this work is chiefly advising and involves little or no actual transportation arrangements made [REDACTED]

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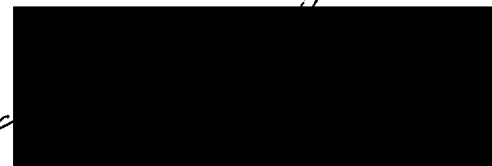
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- d. The CPB and PMP should be physically located in the same area and the space layout be designed to facilitate the processing of travelers.
- e. The Chief of CPB should exercise normal supervisory direction of personnel on the CPB T/O and be responsible for so scheduling travelers that they will be directed to the PMP and for determining that necessary transportation arrangements have been made.
- f. The Chief of PMP should be responsible for promptly processing such travelers as may be referred to him by CPB and completing such forms as may be required to advise the Chief of CPB that transportation arrangements have been completed.

5. RECOMMENDATIONS. It is recommended:

- a. That in accordance with present plans of the General Services Office, the CPB and PMP be moved to adjacent space as soon as possible.
- b. That the four personnel of the Travel Section, CPB, be transferred to, and absorbed in, the PMP T/O and that these four slots be abolished in CPB.
- c. That the attached flow charts, Annexes A through D, be approved as the basic procedures governing the transportation aspect of processing travelers for overseas duty. 25X1A



W. L. PEEL

4 Enclosures
Annexes A thru D

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Concurrences:

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Chief, General Services Office

*Space may be provided
4/23/53 - either in Belmont or Curran
Hall - not in E, J, K or L,*

April 23, 1953
Date

Assistant Director, Personnel

Date

Approved (disapproved), exceptions, if any:

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Dep

(Administration)

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24 April 1953

MEMORANDUM FOR: Assistant Deputy Director (Administration)

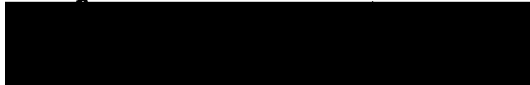
SUBJECT: Central Processing Branch

REFERENCE: O&M Service Staff Study, 21 Apr 53, Subject:
Passenger Transportation Functions of the Personnel
Office and Logistics Office

1. My interpretation of your expressed preference as to how the transportation functions of Central Processing Branch are to be assigned does not coincide with this paper. I felt that you wanted the transportation of overseas personnel and their dependents handled in CPB by Transportation Specialists selected and nominated by Mr. Garrison. They were to be subject to Mr. Garrison's Career Service Board and to his technical supervision.

2. Also, Transportation would be expected to furnish guidance and assistance to CPB on transportation functions, and if desired, would inspect the work being done to insure adherence to their standards. I feel that this paper overlooks the fact that our efforts to make the CPB a one-stop process are motivated by other than space considerations.

3. It is our aim to furnish a personal service to the traveler and his dependents which will make them feel that they are something other than a piece of baggage. There is a real employee relations problem in this processing which, if properly handled, will improve or preserve the morale of the employee at a time when he really needs a lift--at a time when he is leaving the country for two years or being separated from his family.


GEORGE E. MELOON
Personnel Director

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15 April 1953

MEMORANDUM FOR THE RECORD

TIME : 9:30 a.m., 15 April 1953

PLACE : Colonel White's Office, 25X1A9a

PRESENT: Colonel White, [REDACTED], and Messrs. Meloon, Garrison, [REDACTED] 25X1A9a
(Deputy Chief, Transportation Division), Saunders, Peel, [REDACTED] 25X1A9a
25X1A9a (O&M Examiner), and [REDACTED]

SUBJECT: Functions of the Central Processing Branch, Personnel Office, and the Passenger Movement Branch, Logistics Office

1. A meeting was called to discuss the functions of the Central Processing Branch, Personnel Office, and the Passenger Movement Branch, Logistics Office, in relation to the over-all problem of developing the most effective methods for facilitating overseas travel by Agency personnel and their dependents. Colonel White opened the discussion with a review of the operations currently performed in connection with the processing of overseas travel. He made the observation that based on his own survey of the Central Processing Branch it appeared that the Branch Chief was a conscientious and competent person who was striving to carry on the operations with maximum convenience to overseas travelers. Colonel White spoke at some length about the principles which he felt should govern in organizing and staffing the function of preparing and assisting Agency personnel for traveling overseas:

a. Certain functions now performed by the Passenger Movement Branch should be transferred to the Travel Section of the Central Processing Branch in order to accomplish more efficient operation and to eliminate the basis for some current confusion. Specifically, such activities as contacting carriers and picking up tickets should be carried on incidentally with the function of planning itineraries. Presently, itineraries planned by the Central Processing Branch cannot always be carried out by the Passenger Movement Branch in its negotiations with carriers. Joining all of these operations under the direction of the Central Processing Branch will do away with the confusion created by the present arrangements.

b. In order to provide unified direction in the performance of the processes involved in assisting the overseas travelers and their dependents, the Central Processing Branch should be charged with the responsibility for all of these operations. The Central Processing Branch should be equipped with a table of organization which reflects

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this over-all responsibility. However, the Chief of Logistics should be responsible for furnishing technically competent personnel to staff those positions which make up the table of organization of the Travel Section of the Central Processing Branch. In all likelihood, these employees should have a Logistics Office career designation and be under the jurisdiction of the Career Service Board established for the Logistics Office. As vacancies develop in the Travel Section, the Chief of the Central Processing Branch should receive nominations from the Logistics Office for filling these positions. Also, the Transportation Division would be expected to supply technical assistance to the Central Processing Branch with respect to the performance of transportation aspects of the functions of the Branch. In addition, the Transportation Division might wish from time to time to survey this phase of the work of the Central Processing Branch to insure proper adherence to Agency-wide transportation standards.

2. Mr. Garrison agreed that if he were empowered to do so he would delegate sufficient authority to the Central Processing Branch to permit the consolidated operation outlined by Colonel White.

3. Although the meeting had been convened in connection with problems of overseas travel, Colonel White remarked that he could see no reason why domestic travel should not also be handled by the Central Processing Branch. He directed that the necessary procedures be set up to insure that in the future the Central Processing Branch be made responsible for this function.

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cc; ADD/A

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